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INSTRUCTION SHEET

Destroy pages iii and 23-26 dated 24 June 1974 and insert the attached pages.

Paragraph 29 is added to include reference to the program for the prevention and treatment of alcoholism.

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13 May 1976

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ADMINISTRATIVE - INTERNAL USE ONLY

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permits consumption of alcoholic beverages on Agency premises under certain conditions. Alcoholic beverages may be served in the Executive Dining Room, and in the Rendezvous Room only when catered or served by the Executive Dining Room.

(General Services Regulation 101-19.3)

29. PROGRAM FOR THE PREVENTION AND TREATMENT OF ALCOHOLISM

- a. As an employer, the Agency is concerned with the accomplishment of its mission and the requisite need to maintain employee productivity. The use of alcoholic beverages by employees becomes of concern to the Agency when it results in job-related problems. Alcohol abuse problems exist when the use of alcohol interferes with the performance of the employee's official duties, reduces his or her dependability, or reflects discredit on the Agency. The special security requirements of the Central Intelligence Agency make it imperative that employees be alert to the problems of alcoholism, and that management take effective action to resolve problems.
- b. The Agency recognizes alcoholism as a treatable illness. Employees with an alcohol abuse problem will receive the same consideration and assistance that is extended within the Agency's official capabilities for any other illness or health problem as long as the employee is willing to recognize that he or she has such a problem and is willing to cooperate in a program for rehabilitation. Employees who suspect they may have a drinking problem are encouraged to consult directly with the Office of Medical Services for professional assistance.

☐ Program for the Prevention and Treatment of Alcoholism.)

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